



JOB DESCRIPTION

Title: **COMMUNITY SERVICE OFFICER**
Department: Police
Class Code: 4130
FLSA Status: Non-Exempt
Effective Date: July 1, 1994 (Rev. 09/04)
Grade Number: 13

GENERAL PURPOSE

Under general supervision of the Patrol Lieutenant and specific supervision of the Duty Sergeant, performs a variety of paraprofessional administrative, staff and support line services of the Police Department.

EXAMPLE OF DUTIES

- *-- Enforces local and state laws. Issues citations and makes arrests when appropriate.
- *-- Prepares case, accident, incident and other official reports that come to the Department telephonically or walk in on a non priority basis; prepares for court cases and testifies in court when required.
- *-- Conducts motor vehicle inspections, confirms compliance with fix-it citations and performs other routine checks and authorizations.
- *-- Performs fingerprinting duties for citizens and license applicants.
- *-- Investigates criminal activity.
- Performs background checks on license applicants.
- *-- Interviews suspects and witnesses.
- *-- Assists citizens when information and/or directions are requested.
- Screens cases with the City Attorney.
- *-- Answers Department telephones and routes calls to proper division or individual.
- Assist training officer in maintenance in the training room and in training records.

- Operates Department computer system for data retrieval.
- *-- Operates police radio when necessary.
- *-- Responds to calls for service at Police Department and City Hall offices.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED and two (2) years police related experience, or any equivalent combination of education and experience.

Special Requirements

- Current Utah State POST certification as Special Function Officer (Category II).
- No convictions for crimes or moral turpitude or felonies.
- Valid Utah Drivers License.
- Must meet department qualifications for firearm.

Necessary Knowledge, Skills and Abilities

- Ability to act with tact and impartiality. Ability to deal effectively and courteously with citizens and department employees.
- Ability to communicate effectively both verbally and in writing.
- Ability to exhibit imagination, initiative and problem solving capability in coping with variety of law enforcement situations.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and specialized software, police radio, phone, calculator, fax machine, copy machine; firearm, OC spray, handcuffs, Breathalyzer, first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.